ECO Neighborhoods Initiative Memorandum of Understanding (MOU) between

The City of Milwaukee's Environmental Collaboration Office (ECO)

&

[Community-Based Organization]

Please Note: The MOU is signed only after the ECO Neighborhood Team has formed and worked with the ECO Neighborhoods Program Coordinator to plan an ECO Neighborhoods Initiative. If you are interested in starting your own ECO Neighborhoods Initiative, please first contact the ECO Neighborhoods Program Coordinator, Mia, at mrudol@milwaukee.gov or 414-708-3342.

I. **Introduction:** Established in 2017 to support community members already making an impact in their neighborhood, **The ECO Neighborhoods Initiative** connects residents with the guidance, tools, and network to improve their neighborhood's climate resilience and environmental impact in Milwaukee.

    a. **Vision:** [Neighborhood vision statement on why they care about the environment]

    b. **Mission:** To create a climate resilient, environmentally-friendly neighborhood through collaborative education, planning and action that is guided by Milwaukee's Climate & Equity Plan.

II. **Purpose:** The following is a Memorandum of Understanding between the **City of Milwaukee's Environmental Collaboration Office** and **[Community-Based Organization]** regarding the [Name of Neighborhood]'s ECO Neighborhood Initiative. The purpose of this MOU is to establish the goals, planned actions, roles and responsibilities of each party, and timeline for completing the Initiative.

III. **Scope:** An ECO Neighborhood is actively and strategically dedicated to increasing its climate resilience and reducing its environmental impacts on our climate's **air, land, and water**. After forming the [Neighborhood Name] ECO Neighborhood Team, the team and ECO worked together to identify the following scope and objective**s -**

    a. **Timeline:**

        i. All actions will be completed by one calendar year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least bi-annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

    b. **Partner Roles and Responsibilities**

        i. **[Neighborhood Name] ECO Neighborhood Team**

            1. Familiarize themselves with environmental programs offered by ECO and other partners.

            2. Develop a list of actions and a timeline to utilize and raise awareness of at least one program/resource per each area of climate: air, water and land. At a minimum, the list of actions will include -

                a. Community outreach and education on ECO's and other partners programs and resources.

                b. A communications and outreach plan.

        ii. **ECO**

            1. ECO Neighborhoods Initiative onboarding.

            2. Provide regular updates to ENT and promotions of ENT's activities through social media, website and e-mail.

            3. Help locating additional funding opportunities.

            4. Project planning and scoping as needed.

            5. Connections with programs, resources, and other partners as needed.

            6. Funding as availability allows.

                a. ECO will allocate up to $3,000 of its general budget to purchase supplies or marketing materials in support of ECO actions in the neighborhoods, to be determined with mutual guidance from ENT. Examples include yard signs with eco-themed messaging, neighborhood litter clean-up materials

for public property in the neighborhood, etc. Disallowed costs include reimbursement for gift cards, stipends to volunteers, and administrative costs including rent, travel, internet, and employee training. ECO will provide additional guidelines.

IV. **Agreement:** The signatures below are confirmation that the MOU has been read and agreed upon by all parties involved.

ECO Staff Representatives:

_____ _____

ECO Staff Signature   **Date**

_____ _____

ECO Staff Signature   **Date**

Community-Based Organization Representative:

_____ _____

CBO Signature   **Date**

ECO Neighborhood Team Ambassador:

_____ _____

ECO Ambassador Signature   **Date**